

# TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT

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NAME OF APPLICANT ADDRESS ZIP CODE TELEPHONE

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APPLICANT'S SIGNATURE SITE AREA

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ADDRESS OR LOCATION OF PROJECT SITE PARCEL NUMBER ZONING

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## APPLICANT SUBMITTAL CHECKLIST

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### NOTE TO APPLICANTS

A Development Application must include certain minimum information before a project will be accepted as complete and processed for review as the submittal begins a legal time limit. The applicant is responsible for submitting the general information listed below as well as the specific application requirements indicated on the attached sheets. All information, including plans, must be clear, legible and easily readable. Incomplete, inaccurate, or illegible information will be accepted and will delay processing your application.

1. \_\_\_\_\_ COMPLETED APPLICATION FORM - Form must include the signature of the property owner(s).
2. \_\_\_\_\_ LETTER OF JUSTIFICATION - For all applications except a single family residence with no demolition.
3. \_\_\_\_\_ ENVIRONMENTAL ASSESSMENT FORM - Form must be completely filled out and signed by property owner.
4. \_\_\_\_\_ HAZARDOUS MATERIALS/AIR QUALITY CHECKLIST - Form must be completely filled out.
5. \_\_\_\_\_ WRITTEN DESCRIPTION OF PROPOSED PROJECT - A complete written description of the proposal.
6. \_\_\_\_\_ APPLICATION FILING FEE - Fee for proposed application based on Planning fee schedule.
7. \_\_\_\_\_ STRUCTURE CONDITION REPORT - For demolition of any residential structure.
8. \_\_\_\_\_ VERIFICATION OF PROPERTY OWNERSHIP AND EASEMENTS - One copy of a grant deed of subject property. Two copies of a preliminary title report of subject property if new development (i.e. new construction, additions, grading, subdivisions, etc.) is proposed.
9. \_\_\_\_\_ WELL QUESTIONNAIRE
10. \_\_\_\_\_ PHOTOS OF PROPERTY - Photos of the subject property from each side and photos of adjacent properties.
11. \_\_\_\_\_ MINIMUM SIX (6) SETS OF COMPLETE DEVELOPMENT PLANS - If the application is for a Planned Development of 5 or more lots or if the application is for a subdivision of 5 or more lots that is not a PD - 16 sets of the map is also required.

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### AUTHORIZATION AND CERTIFICATION OF PROPERTY OWNER

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I/We certify that , as the property owner(s), I/we authorize the filing of this application. I/We understand that pursuant to the Code of the Town of Los Gatos, conditions of approval are binding upon both the applicant and landowner(s). I/We agree to implement the conditions to the best of my/our ability (subject only to the right to object at the hearing on the application(s)).

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Name (please print) Address (with zip code) Telephone

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Signature Date